

**BY ORDER OF THE COMMANDER
301ST FIGHTER WING**

**301ST FIGHTER WING INSTRUCTION
21-163**



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Maintenance

**PROCEDURES FOR TAKING RECORDS TO
DEPLOYED LOCATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Instruction (AFI) 21-101/AFRC Sup 1, *Aerospace Equipment Maintenance Management*, 13 January 2011. This instruction tailors procedures for records taken to deployed locations based on duration and peculiar operating requirements. It applies to 301st Maintenance Group (301 MXG), 301st Aircraft Maintenance Squadron (301 AMXS), 301st Maintenance Squadron (301 MXS), 301st Maintenance Operation Flight (301 MOF) Plans, Scheduling and Documentation (PS&D), Maintenance Data System Analysis (MDSA) and 301st Operations Support Flight, Life Support (301 OSF/OSL). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the recommending office thru the 301FW Publications/Forms Managers (301 CF/SCBP) to Higher Headquarters is necessary. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located in Air Force Records Information Management System (AFRIMS) at the Air Force (AF) Portal: <https://my.af.mil/afrims/afrims/afrims/rims.cfm>

1. Procedures for Deployment/Redeployment of Aircraft Records:

1.1. When the aircraft is deployed for 30 days or more, the following procedures will be implemented.

1.1.1. In preparation for deployment, 301 MOF PS&D will:

- 1.1.1.1. Pull the jacket files approximately one week before start of deployment of all aircraft tagged to deploy, including the spares, and start collecting the aircraft related paperwork from Aircrew Flight Equipment, Engine Management, Non-Destructive Inspection (NDI), Egress, Armament Shop, Fuel Shop, Weight and Balance binder from Quality Assurance and Air Force Technical Order (AFTO) Form 95, *Significant Historical Data Form* folder.
- 1.1.1.2. Pull the Department of Defense (DD) Form 2861, *Cross-Reference*, from the jacket files of each of the above mentioned sections and insert the actual paperwork in its place.
- 1.1.1.3. Create a two pocket folder to put in the cabinet in place of the jacket file. Put all the pulled DD Form 2861 in this folder. 301 MOF PS&D will put an Air Force (AF) Form 614, *Charge-Out Record*, in the folder showing that the jacket file is signed out to the deployed location with the aircraft. Also 301 MOF PS&D will put an AF Form 614 in the folder where the AFTO Form 95 folder is kept.
- 1.1.1.4. Complete an AFTO Form 290, *Aerospace Vehicle Delivery Receipt*, making sure to annotate the airframe hours of the aircraft on it and have either the Production Superintendent or Section Chief sign it at the bottom. Make a copy of the signed AFTO Form 290 and place it in the two pocket folder created for home station. Place the original in the front pocket of the jacket file. Wrap the jacket file in a plastic bag, seal it with tape and turn it over to the Production Superintendent or Section Chief.
- 1.1.2. The Production Superintendent or Section Chief will take the jacket file(s) and put it in each aircraft travel pod. The jacket files will not be packed with the cargo until the last possible moment to ensure all paperwork is filed before deployment.
 - 1.1.2.1. If a spare jet is utilized the jacket file will be hand carried to deployed location by the Maintenance Officer in Charge.
 - 1.1.2.2. Upon arrival at the deployed location, jacket files will be turned over to the deployed location PS&D section.
- 1.1.3. While aircraft are deployed, home station 301 MOF PS&D will get the accumulated airframe hours from the Integrated Maintenance Data System (IMDS) 174 Screen (Sortie Recap Inquiry) the day after each flight.
 - 1.1.3.1. If there is no IMDS availability at a deployed location, the deployed PS&D will forward information to home station 301 MOF PS&D via secure phone system or secure internet system for input into IMDS.
 - 1.1.3.2. Home station 301 MOF PS&D will coordinate with the home station 457th Fighter Squadron (457 FS) Operations Technicians each week to verify flying hours are being documented accurately for deployed aircraft.
- 1.1.4. Jacket files will return to home station along with the cargo, the same way they were processed for deployment. Upon return, jacket files will be turned-in to the 301 MOF PS&D office as soon as possible.
- 1.1.5. 301 MOF PS&D personnel at the deployed location debrief section will bring copies of the AFTO Form 781, *AFORMS Aircrew/Mission Flight Data Document*, back

from the deployment and give to the home station 301 MOF PS&D for filing with the Sortie Recap Report.

1.2. When aircraft is deployed for under 30 days, the following procedures will be implemented:

1.2.1. Jacket files will not deploy with the aircraft. Deployed 301 MOF PS&D personnel will fax copies of the AFTO Form 781 back to home station 301 MOF PS&D on a daily basis.

1.2.2. Home station 301 MOF PS&D will print a copy of the Sortie Recap Report out of IMDS to file with the AFTO Form 781 received from deployed location. Coordination with 457 FS Operations Technicians to verify weekly flying hours match will continue as normal.

2. Procedures for Depot Inputs:

2.1. When an aircraft is taken to Depot at Hill Air Force Base for major maintenance the following procedures will be followed:

2.1.1. 301 MOF PS&D will:

2.1.1.1. Pull the jacket file approximately two days before aircraft is due to depart for Depot and start collecting the related aircraft paperwork from Aircrew Flight Equipment, Engine Management, NDI, Armament Shop and Fuel Shop. Also collect the Weight and Balance binder from Quality Assurance and place all paper work with the AFTO Form 95 folder.

2.1.1.2. Pull the DD Form 2861 from the jacket file for each of the above mentioned sections and insert the actual paperwork in its place.

2.1.1.3. Create a two pocket folder to put in the cabinet in place of the jacket file. Put all the pulled DD Form 2861 in this folder. Place an AF Form 614 in the folder showing that the jacket file is signed out to Depot with the aircraft. Also place an AF Form 614 in the folder where the AFTO Form 95 is normally kept.

2.1.1.4. Complete an AFTO Form 290, making sure to annotate the airframe hours of the aircraft on it and have the pilot sign at the bottom. After the pilot signs the form, make a copy and put the original in the front pocket of the jacket file. Wrap the jacket file in a plastic bag, seal it with tape and turn it over to the pilot.

2.1.2. Once the aircraft arrives at Depot the pilot will turn the jacket file over to the Depot Documentation Office (DDO).

2.1.3. When the aircraft is ready to return back to home station the pilot will pick-up the jacket file from the DDO and return the jacket file to the 301 MOF PS&D immediately upon arrival back to home station.

RONALD B. MILLER, Brig Gen, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-101, AFRC Sup 1, *Aircraft Equipment Maintenance Management*

AFMAN 33-363, *Management of Records*

AFPD 21-1, *Air and Space Maintenance*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AFTO 95, *Significant Historical Data*

DD Form 2861, *Cross Reference*

AF Form 614, *Charge Out Record*

AFTO Form 290, *Aerospace Vehicle Delivery Receipt*

AFTO Form 781, *AFORMS Aircrew/Mission Flight Data Document*

Abbreviations and Acronyms

AF—Air Force

AFTO—Air Force Technical Order

DD—Department of Defense

DDO—Depot Documentation Office

FS—Fighter Squadron

IAW—In-Accordance-With

IMDS—Integrated Maintenance Data System

MDSA—Maintenance Data System Analysis

MOF—Maintenance Operations Flight

NDI—Non-Destructive Inspection

OPR—Office of Primary Responsibility

PS&D—Plans, Scheduling and Documentation

RDS—Records Disposition Schedule